

GUEST ACCESS REVIEW AT SIEMENS AG

What is it about?

To ensure seamless collaboration, business partners and customers can be invited to the Siemens Microsoft 365 environment. Nevertheless, to ensure proper data hygiene, you are asked once per year **to confirm that you still have an active business relationship with Siemens** and need access to your guest account. This is what we call an Access Review.

As a guest, you will receive an automatic email from Microsoft, asking you to complete an Access Review within the specified time. The review must be performed in the Microsoft MyAccess portal (link included in the email) by using the email address you use to access Siemens applications. **This will only take two minutes.**

If you indicate that access is no longer needed or if you do not complete the Access Review in the specified time, the access will be automatically deleted. As long as the Access Review is open, you can still change your decision (confirm or deny).

Why did you receive this email?

You have been identified as a guest with an active Siemens account. It is up to you to decide if you still need access to the account, otherwise it will be deleted.

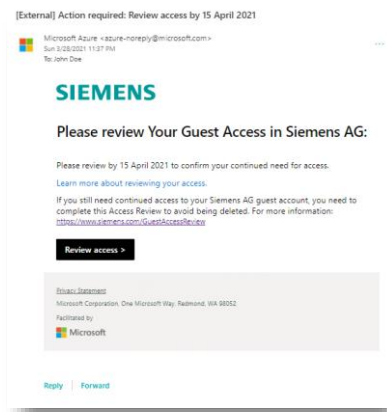
What do you need to do?

Just follow the link in the email or the steps on this page to confirm or deny your guest access with a few clicks.

Do your Access Review in 3 steps

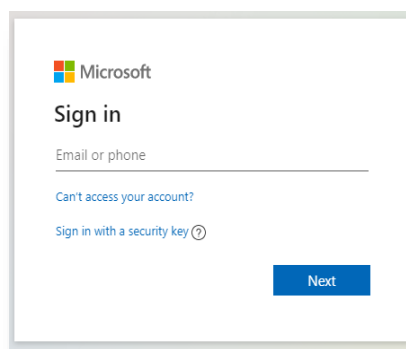
1. Click Review access in the email

You received an email from Microsoft with the button "Review access" and further information about where and by when the review needs to be performed. Click on the button, which will redirect you to Microsoft [MyAccess portal](#).



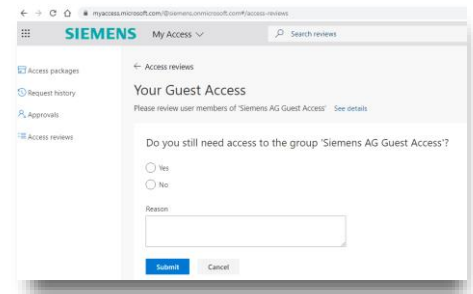
2. Login with your Siemens account

If you are asked to sign in, use the email address with which you have received the Access Review email. Then, press **Next** and login with your password. Complete the multi-factor authentication with your registered method.



3. Take your decision

If you still need access to your Siemens account, choose yes and provide a reason why you still need access. Otherwise choose no. Then, submit your decision.



Access Review completed!

You have now completed the Access Review. Your access is valid for another 12 months.

